



## Agenda Item Summary

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**File #:** RES 16-326, **Version:** 1

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### **Submitted By**

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### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving a Contractor Services Agreement with Accounting Principals, Inc., D/B/A Ajilon Professional Staffing and Parker + Lynch Consulting in an Amount not to Exceed \$70,000 and Authorizing its Execution**

### **Overview**

The Village has relied on the use of temporary employees for day to day operations during recruitment processes for open positions and to provide coverage for customer service positions during peak cycles such as quarterly parking permit sales and vehicle sticker renewal. Due to several recent vacancies caused by general turnover and promotions in the Parking Services and Finance Departments, the need for temporary services has increased within the last several months.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

Funds are available in the General Fund and Parking Fund for the contract.

### **Background**

Over the past year there have been several vacancies caused by general turnover and promotions across the organization, but most specifically in the Finance and Parking & Mobility Services Departments which have required the use of temporary employees.

Because of this most recent need, the Village has paid approximately \$45,000 to Accounting Principals for temporary employees in 2016. Although it is anticipated that the recruitment for these open positions will be concluded in November, staff is requesting authorization for up to \$25,000 in additional funds should any other positions become vacant and temporary employees are needed before the end of 2016.

HR staff has already begun an audit process to better manage the hours and expenses associated with the use of temporary employees. In addition, staff will be conducting a formal Request for Proposal (RFP) process to ensure the Village is receiving competitive services for temporary employees going forward. Once this process is completed staff will bring recommendations to the Village Board for consideration. The last RFP process for temporary services was done in 2012.

**Alternatives**

The Board can defer action if additional information is required.

**Previous Board Action**

N/A.

**Citizen Advisory Commission Action**

N/A.

**Anticipated Future Actions/Commitments**

Staff anticipates bringing a contract for 2017 temporary services to the Village once a formal RFP process is completed.

**Intergovernmental Cooperation Opportunities**

N/A.

**Performance Management (MAP) Alignment**

N/A.